

## **15-002:Employee Performance Log**

### **PURPOSE**

The unit performance log is comprised of interim supervisory notations about employee performance during a given rating period. The purpose of the unit performance log is to document supervisors' observations about performance and supervisor/employee discussions about performance (e.g., goals, strengths/weaknesses, career guidance, etc.).

Entries in this log comprise a record of incidents/events, examples of specific performance, discussions about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate.

### **SUPERVISORY RESPONSIBILITY**

No employee shall have any comment adverse to their interest entered in their personnel file (or any other file used for any personnel purposes by his employer) without the employee having first read and signed the document indicating they are aware of such comment. If after reading the document the employee refuses to sign, that fact shall be noted and witnessed by a second supervisor.

An employee shall have thirty (30) days to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to the adverse comment.

An employee shall have ten (10) days to file a grievance to any adverse comment entered in this unit performance log.

These Log entries must be used appropriately in each employee's evaluation. Once the evaluation is completed, all entries must be purged from the Log.

Because of the sensitive nature of these Logs, it is extremely important to maintain control over the Logs at all times. All Log entries will be placed in the Performance Log Entry book kept secured in the Watch Commander's office.

---